



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

960422-04

| | | | |
|--|---|--|----------------------------|
| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
| Application Date | 1. Agency Address Office of State Administrative Hearings 235 Peachtree St., N.E., Ste. 700 Atlanta, Georgia 30303 | Application Number | 97-0070 |
| Application Number 004 | | Date Received SEP 8 1997 | Date Completed 11/17/97 |
| 2. Person to Contact Mark A. Dickerson | | Working Title Chief State Admn. Law Judge | |
| | | Telephone Number (404) 656-3508 | |
| 3. Action Requested | | | |
| a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. | | | |
| b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. | | | |
| c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest Latest 4/1/95 To Date | | 5. Records Series Title (followed by title used in office, if different) Management Files | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of State Administrative Hearings (OSAH) is responsible for conducting administrative hearings on matters referred to OSAH for hearing by more than twenty other State agencies. | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the management of OSAH. Included are: correspondence, communications with state and federal officials, purchasing and lease documents, contracts, and similar documents. alphabetically by subject matter. File is arranged: | | | |
| 8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>5</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>3</u> ; Other (specify) _____ | | | |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | X | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| N/A | | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>3</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Occasionally referenced for historical data and information.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|--|---------|--|---------|
| <i>Mark A. Cuth</i> | 8/28/97 | <i>Ruby C. Anderson</i> | 8/28/97 |
| 960422-04 | | State Records Committee (Signature) | |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | Date | |
| 97-0070 | | SEE ATTACHED | |
| State Auditor/Designee | | APPROVAL | |
| Secretary of State/Designee | | SIGNATURE SHEET | |
| Attorney General/Designee | | | |

Management Files
1995 - Ongoing

CO = CY
Hold in current files area (CFA) three (3) years
Destroy

[See Schedule # 85-76, effective March 10, 1986]

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached retention schedule application.



Edward Weldon
Secretary of State Designee

11/18/97
Date